



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: March 19, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement. Procedures have not been revised.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	4.18	Americans with Disabilities Act Request for Accommodations and Complaint Process	4	04/01/08	PR-0333, ADA Accommodation/Complaint Datasheet
Summary of Policy revisions for 4.18: Supersedes 4.18, 01/01/98; Policy revisions to include ADA complaint process. Major policy review required.					
2.	4.26	Administrative Leave with Pay	4	03/01/08	CS-0738, Administrative Leave with Pay Request

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
Summary of Policy revisions for 4.26: Supersedes 4.26 06/01/07; Policy revised due to Department of Human Resources (DOHR) change in policy requirements for administrative leave request approval. The request must be approved in advance by the Commissioner of the Department of Human Resources. Major policy review required.					
3.	13.1	Supervision Levels of Youth Adjudicated Delinquent and FSW Responsibilities	13	03/31/08	CS 0000, Youth and Family Intervention Agreement - Pending
Summary of Policy revisions for 13.1: Supersedes 13.1, 06/01/05; 13.2, 06/01/05; Policy revised to include FSW responsibilities, therefore deleting policy 13.2. Major policy review required.					
4.	21.1	Minimum Rules and Regulations for Approval of Schools in Juvenile Justice Facilities	21	03/01/08	None
*Policy updated as stated above.					
5.	21.3	Teacher Certification Requirements	21	03/01/08	None
*Policy updated as stated above.					
6.	21.6	Library Administration and Supervision at DCS Juvenile Justice Facilities	21	03/01/08	None
*Policy updated as stated above.					
7.	21.15	General Education Development (GED) Guidelines for Pre-GED Candidates	21	03/01/08	None
*Policy updated as stated above.					
8.	21.16	21.16 Rights of Foster Children with Disabilities-Rehab Act and IDEA	21	03/01/08	CS-0655, Suspension/Expulsion Documentation
*Policy updated as stated above.					

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